Book	Policy Manual
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ENERGY
CONSERVATION

It is the belief of the Colchester Board of Education that every effort should be made to keep energy use to a minimum while maintaining a comfortable environment which helps promote all goals of the Board especially the support of learning activities. Conservation of energy will be an integral part of all facilities use and design and will be a prime consideration when purchasing equipment that uses energy. Colchester Public Schools will employ a variety of energy conservation, recycling and other techniques to lessen the consumption of resources. The conservation of resources including energy is the responsibility of all employees of the Board and, through the education programs, the students attending Colchester Public Schools.

Energy Conservation Guidelines

It is crucial that these energy guidelines be observed in the operation of heating, ventilation and cooling (HVAC) equipment and general energy usage. The principal/administrator will be responsible for total energy usage of his/her building. The teachers will be responsible for implementing the guidelines during the time that she/he is present in the classroom. The Director of Facilities and Operations will appoint facility Energy Managers who will be responsible for the run times of the HVAC equipment. The facility energy managers will make available the data reflecting energy consumption to the district administration. The Director of Facilities and Operations will provide support for each building's energy conservation efforts.

Goals for District Energy Program

1. Conserve energy so that the instructional program and support services can be effectively delivered while conserving energy dollars.

2. Eliminate amounts of energy waste in our buildings while ensuring a comfortable and safe learning environment for all students and staff.

3. Educate every student and employee to contribute to energy efficiency in our District. Every person will be expected to be an "energy saver" as well as an "energy consumer".

Procedures for General Energy Usage

1. In order to maintain an environment that is conducive to the educational process, the classroom temperature targets will be in the following range:

    a. Between 75 and 78 degrees during the cooling season (for air conditioning)

    b. Between 68 and 72 degrees during the heating season (in heated areas) Note: If temperatures are outside these ranges, a report must be made to the Facility Management team.

2. Areas that are not occupied (even if left for a short period of time) will have lighting turned off. After the school day, custodians will use half lighting in the hallways where possible. Custodians will tum on lighting only in areas where they are working or for scheduled facility use.

3. Lights in all gymnasiums, cafeterias and auditoriums will be off unless the area is being utilized.

4. All outside lights should be turned off during daylight hours.

5. The exhaust fans in the rest rooms will be turned off during periods of time when buildings are unoccupied.

6. The office staff will tum off copy machines, laminating equipment, and other office machines each night.

7. Technology solutions will be utilized to ensure that all classroom printers and speakers are turned off during the period of time when the classroom is not in use. Computer hard drive (CPU units) will be left on to give the Technology Department time to install software upgrades, virus protection upgrades, and conduct preventative maintenance to the hard drive (defragmentation). These units will be controlled for energy savings by utilizing power management software.

8. Personal electrical appliances: Safe appliances approved by the head custodian/facility manager are permitted in designated common staff areas with the stipulation that during the winter, spring, and summer breaks the units are unplugged. Personal electrical appliances including microwaves, refrigerators, toaster ovens, coffee pots and hot plates are not permitted in the classrooms unless authorized by school administrators for unique circumstances.

9. Space heaters will be eliminated from all buildings Flat leg or foot warmers may be used in place of space heaters. These devices must be turned off at the end of the day.

10. Any area showing signs of mold will be reported to the maintenance department immediately.

11. The Head Custodian at each school is responsible for operating the building in an unoccupied mode at the closing of each school day or scheduled facility use.

12. Windows are to remain closed when heating or air conditioning is operating. When there is a comfort issue that may be alleviated by opening the windows the Head Custodian shall be contacted to resolve the issue.

Procedures for Operating Heating Equipment

1. The thermostat controls shall be set between 68 and 72 degrees during occupied times in the heating season. The facility management must approve exceptions in advance.

2. Individual classroom and office doors will be closed when the heating equipment is in operation.

3. In the buildings with automatic temperature controls, the start time for the heating equipment should be set as late as possible while allowing time to heat the building to guideline temperature by the beginning of class.

4. In buildings with automatic temperature controls, the temperature will be set at 55 degrees (or appropriate set back temperature based on building history) at the close of the school day or scheduled facility use.

5. The facility management will require that the custodial staff checks for end-of-the-day shutdowns on Monday through Friday.

6. Domestic hot water systems will be set between 120 F or 140 F for cafeteria service (with dishwasher booster). Ensure all domestic hot water circulating pumps are off during unoccupied times.

7. During spring and fall when there is no threat of freezing, all hot water heating systems will be switched off during unoccupied times. Hot water systems will be switched off using the appropriate loop pumps.

8. If, on extremely cold nights, a 55 degree setback could cause coil freeze ups or not allow the building to heat to a comfortable level by the time students arrive, set the unoccupied temperature at a more appropriate setting.

Procedures for Operating Air Conditioning Equipment

1. When the temperature is such that cooling is needed at the beginning of the school day, the start time for air conditioning equipment will be set as late as possible while still allowing time to cool the building to guideline

temperature settings.

2. Thermostat controls will be set between 75 and 78 degrees when air conditioning is in operation.
3. Refrain from turning excess lights on unless needed.
4. The air conditioning equipment will be turned off (or set back based on individual building history) at the approximate time the students leave school. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
5. Under no circumstances will air conditioning be utilized in classrooms during the summer months unless the classrooms are occupied by students or staff. The facility management must approve exceptions.
6. Where cross-ventilation is available during periods of mild weather, shut down air conditioning equipment and control the temperature by opening windows and doors.
7. Close individual classroom and office doors when the air conditioning equipment is in operation.
8. In situations when the air conditioning is running in unoccupied areas (ex. floor wax will not dry due to high humidity, indoor air problems, etc...) outside make up air dampers will be placed in the fully closed position. These situations must have prior approval of the facility management.
9. Ensure that air conditioning systems operated from automatic temperature controls have outside air-dampers closed during unoccupied times.
10. For any 24-hour period the targeted relative humidity should not average greater than 60%.

Facility Use

1. When scheduling use of Board of Education buildings outside of the school day, consideration will be given to energy conservation.
2. Whenever possible, activities will be scheduled for the most energy efficient building.
3. Whenever possible, activities will be grouped into sections of the building so others can remain on unoccupied.

Equipment Purchasing

1. A primary consideration when purchasing any equipment is the amount of energy required to operate the equipment.
2. Consideration should be given to energy use over the useful life of the equipment.
3. When more than one type of equipment will perform the task required, the most energy efficient will be chosen.

Procedures for Water Conservation

1. All plumbing leaks are reported and repaired immediately.
2. When necessary, all watering of varsity athletic fields will be done between 5:00 am and 10:00 am.

Policy committee recommends removal because there is no Shipmen legal recommendation